

Bulletin

D-07-22-03

Date: July 6, 2022
Bulletin: All Dealers and Title Services
From: Business Licensing and Compliance
RE: **Procedure for Pick Up of Title and Registration Transactions**

When picking up title and registration transactions that have been dropped off to a MDOT MVA branch or uploaded to the business portal, the MDOT MVA agent who is distributing the work will do the following:

1. Collect the identification of the individual picking up the work and make a copy
2. Have the dealer and title service agent print and sign their first and last name then date the transmittal sheet
3. Ensure the work as well as a copy of the receipt is attached to the transmittal
4. Give a copy of the transmittal to the agent
5. Keep the original and attach the copy of the ID to the original transmittal

If you have any questions, please contact us at 410-787-2952 or mvabldisd@mva.maryland.gov